(1.00)

## GRAVITY DRAINAGE DISTRICT NO. 2 OF VERMILION PARISH

FINANCIAL REPORT

DECEMBER 31, 2000

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court. Release Date Or On Ol

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## BROUSSARD, POCHE', LEWIS & BREAUX, L.L.P.

CERTIFIED PUBLIC ACCOUNTANTS

#### INDEPENDENT ACCOUNTANT'S REPORT

The Honorable Roy Bertrand and the Board of Commissioners Gravity Drainage District No. 2 Abbeville, Louisiana

We have compiled the accompanying general purpose financial statements of Gravity Drainage District No. 2, a component unit of the Vermilion Parish Police Jury, as of and for the year ended December 31, 2000, and the supplementary schedule, as listed in the table of contents. The statements and supplementary schedule, which is presented only for supplementary analysis purposes, were compiled in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of financial statements and supplementary schedules information that is the representation of the Board of the Gravity Drainage District No. 2. We have not audited or reviewed the accompanying general purpose financial statements and the supplementary schedule and, accordingly, do not express an opinion or any other form of assurance on them.

In accordance with the Louisiana Governmental Audit Guide and the provisions of state law, we have issued a report dated May 7, 2001, on the results of our agreed-upon procedures.

Browssard, Poche Lewis & Breaux XX

Crowley, Louisiana May 7, 2001

#### GRAVITY DRAINAGE DISTRICT NO. 2 OF VERMILION PARISH

# COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS December 31, 2000 See Accountant's Compilation Report

ASSETS	Governmental Fund Types  General Fund	Account Groups General Fixed Assets	Total (Memorandum Only)
Cash and cash equivalents Certificates of deposit Receivables:    Ad valorem taxes    State revenue sharing    Other Equipment	\$ 22,607 663,887 194,069 14,618 732	\$	\$ 22,607 663,887 194,069 14,618 732 320,379
Total assets	<u>\$ 895,913</u>	<u>\$ 320,379</u>	\$1,216,292
LIABILITIES AND FUND EQUITY			
Liabilities: Accounts payable Deduction from ad valorem	\$ 469 5,976	\$ -	\$ 469 5,976
Total liabilities	\$ 6,445	\$ -	\$ 6,445
Fund equity: Investments in general fixed assets	-	320,379	320,379
Fund balances: Unreserved - undesignated	889,468		889,468
Total liabilities and fund equity	<u>\$ 895,913</u>	<u>\$ 320,379</u>	<u>\$1,216,292</u>

See Notes to Financial Statements.

#### GRAVITY DRAINAGE DISTRICT NO. 2 OF VERMILION PARISH

# COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - ALL GOVERNMENTAL FUND TYPES Year Ended December 31, 2000 See Accountant's Compilation Report

	General I	Fund
Revenues:		
Taxes:		
Ad valorem		\$199,115
Intergovernmental:		,
State revenue sharing		21,763
Interest earnings		40,372
Total revenues		\$261,250
Expenditures:		
Current:		
Public works - drainage:		
Salaries and related benefits	\$100,265	
Compensation paid to board of commissioners	4,500	
Office	602	
Legal and accounting	9,180	
Rent	1,300	
Insurance	35,830	
Materials and supplies	5,133	
Repairs and maintenance	12,987	
Drainage maintenance	-	
Uncollected taxes	5 006	
Pension	5,976	
Other	13,606	
Capital outlay	<del> </del>	100 220
Total expenditures		<u> 189,379</u>
Excess of revenues over expenditures		\$ 71,871
Fund balances, beginning		817,597
Fund balances, ending		\$889,468

See Notes to Financial Statements.

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#### GRAVITY DRAINAGE DISTRICT NO. 2 VERMILION PARISH POLICE JURY

COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE BUDGET (GAAP BASIS) AND ACTUAL - ALL GOVERNMENTAL FUND TYPES
Year Ended December 31, 2000
See Accountant's Compilation Report

	General Fund		
	Budget	Actual	Variance Favorable (Unfavorable)
Revenues:			
Taxes:	\$183,474	\$199,115	\$ 15,641
Ad valorem taxes	7105,474	4177,113	¥ 15,041
Intergovernmental: State revenue sharing	22,017	21,763	(254)
Other	2,600	40,372	37,772
Total revenues	\$208,091	\$261,250	\$ 53,159
Expenditures:			
Current:			
Public works - drainage:			
Salaries and related benefits	\$100,220	\$100,265	\$ (45)
Compensation paid to board members	7,500	4,500	3,000
Office	1,100	602	498
Legal and accounting	2,000	9,180	(7,180)
Rent	9,180	1,300	7,880
Insurance	34,000	35,830	(1,830)
Material and supplies	8,000	5,133	2,867
Repairs and maintenance	22,000	12,987	9,013
Drainage maintenance	1,000		1,000
Pension	-	5,976	(5,976)
Other	1,810	13,606	(11,796)
Capital outlay	10,000	6100 220	$\frac{10,000}{2,431}$
Total expenditures	\$196,810	\$189,379	\$ 7,431
Excess of revenues over			
expenditures	\$ 11,281	\$ 71,871	\$ 60,590
Fund balance, beginning	817,597	817,597	<b></b>
Fund balance, ending	<u>\$828,878</u>	<u>\$889,468</u>	<u>\$ 60,590</u>

See Notes to Financial Statements.

# GRAVITY DRAINAGE DISTRICT NO. 2 OF VERMILION PARISH VERMILION PARISH POLICE JURY

#### NOTES TO FINANCIAL STATEMENTS See Accountant's Compilation Report

#### Note 1. Summary of Significant Accounting Policies

The Gravity Drainage District No. 2 of Vermilion Parish was created under the authority of Louisiana Revised Statutes 38:1751-1802. The Drainage District is situated in northeast Vermilion Parish and was created on August 4, 1942, for the purpose of opening and maintaining all natural drains in the district, where drainage is accomplished using the natural force of gravity. This may be accomplished by cutting and opening new drains, ditches, and canals. As provided by Louisiana Revised Statute 38:1758, the Gravity Drainage District is governed by five commissioners. These five commissioners are collectively referred to as the board of commissioners and are appointed by the Vermilion Parish Police Jury.

In April of 1984, the Financial Accounting Foundation established the Governmental Accounting Standards Board (GASB) to promulgate generally accepted accounting principles and reporting standards with respect to activities and transactions of state and local governmental entities. All GASB pronouncements are recognized as generally accepted accounting principles for state and local governments. The accompanying financial statements have been prepared in accordance with such principles.

GASB Codification Section 2100 established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. Oversight responsibility by the Police Jury is determined on the basis of the following criteria:

- 1. Appointment of governing board
- 2. Designation of management
- 3. Ability to significantly influence operations
- 4. Accountability for fiscal matters
- 5. Scope of public service

Because the Police Jury appoints the governing board and can influence the scope of public service, the drainage district was determined to be a component unit of the Vermilion Parish Police Jury, the governing body of the parish and the governmental body with oversight responsibility. The accompanying general purpose financial statements present information on the funds maintained by the Drainage District and do not present information on the parish police jury, the general government services provided by the governmental unit, or the other governmental units that comprise the governmental reporting entity.

#### Fund accounting:

The Drainage District is organized on the basis of a fund and account groups, each of which is considered a separate accounting entity. The operations of the general fund are accounted for with a separate set of self-balancing accounts that comprises its assets, liabilities, fund equity, revenues, and expenditures. The general fund is the general operating fund of the Drainage District and accounts for all of its activities.

#### General fixed assets and long-term debt:

Fixed assets are accounted for in the general fixed assets account group, rather than in the general fund. Public domain or infrastructures are not capitalized. All fixed assets are valued at historical cost. No depreciation has been provided on fixed assets.

Long-term obligations are to be accounted for in the general long-term debt account group, not in the general fund. The two account groups are not funds. They are concerned only with the measurement of financial position and do not involve measurement of results of operations.

#### Basis of accounting:

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied. The District's accounts are reported on the modified accrual basis of accounting using the following practices in recording revenues and expenditures:

#### Revenues:

Ad valorem taxes and state revenue sharing are recorded in the year the taxes are assessed. Ad valorem taxes are assessed on a calendar year basis, become due on November 15 of each year and become delinquent by December 31. The taxes are generally collected in December of the current year and January and February of the ensuing year.

Interest income represents amounts earned on checking accounts and certificates of deposit invested with financial institutions. Interest earned on checking accounts is recorded when received. Interest on certificates of deposit is recorded when the certificates mature and the interest is available.

#### Expenditures:

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred except for principal and interest on general long-term debt which is recognized when due.

#### Budget practices:

The budgeted revenue and expenditures are based on current figures and past experience. They are discussed, approved, adopted and amended as necessary by the Board of Commissioners at the regular monthly meetings. The budget is prepared on a basis consistent with generally accepted accounting principles. All appropriations lapse at year-end. The District does not use encumbrance accounting.

#### Cash and investments:

Under state law, the Drainage District may deposit funds in demand deposits, interest bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

#### Vacation, sick leave, and pension plan:

Full-time employees of the District with more than one year of service are allowed two weeks of vacation leave each year; full-time employees with one year's service or less are allowed one week of vacation leave each year. Sick leave is granted on an individual basis as the need occurs. The Drainage District has no pension plan. Vacation and sick leave may not be accumulated and carried into future years. At December 31, 2000, there are no accumulated vacation benefits that require accrual or disclosure to conform with generally accepted accounting principles.

#### Total column on financial statements:

The total column on the financial statements is captioned "Memorandum Only" to indicate it is presented only to facilitate financial analysis. The data in this column does not present financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.

#### Note 2. Levied Taxes

The following is a summary of levied ad valorem taxes:

2000

General corporate purposes:

8.05

#### Note 3. Changes in General Fixed Assets

The following is a summary of changes in general fixed assets for the two years ending December 31, 2000:

Balance, December 31, 1999 \$320,379

Additions - 2000 - Reductions - 2000 -

Balance, December 31, 2000 \$320,379

#### Note 4. Cash and Investments

At December 31, 2000, the District has cash and investments (book balances) totaling \$686,494 as follows:

Interest-bearing demand deposits	\$ 22,607
Certificates of deposit	663,887
Total	\$686,494

Cash and certificates of deposit are stated at cost, which approximates market. Under state law, these deposits must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These pledged securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. The District has deposit balances (collective bank balances) of \$691,008 at December 31, 2000. These deposits are fully secured from risk by \$200,000 of federal deposit insurance (GASB Category 1) and \$899,461 of securities held by the custodial bank in the name of the fiscal agent bank (GASB Category 3).

Even though the pledged securities are considered uncollateralized (Category 3) under provisions of GASB Statement 3, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell pledged securities within 10 days of being notified by the District that the fiscal agent has failed to pay deposited funds upon demand.

#### Note 5. Commitments and Contingencies

The Drainage District has entered into several intergovernmental service agreements with the Vermilion Parish Police Jury whereby the Police Jury provides equipment and labor to perform various jobs, and the Drainage District promises to return a similar value of service at a later date. At December 31, 2000, no amount can be reasonably estimated as to the possible liability of the District.

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SUPPLEMENTARY INFORMATION

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GRAVITY DRAINAGE DISTRICT NO. 2 OF VERMILION PARISH VERMILION PARISH POLICE JURY

SCHEDULE OF PER DIEM PAID TO BOARD OF COMMISSIONERS
Year Ended December 31, 2000
See Accountant's Compilation Report

Michael Sagrera	Ś	780
Gerald LeBlouef	•	960
Roy Bertrand, President		900
Percy LeBlanc		600
Steven Matthews		960
Kenneth Davenport		300
	\$	4,500

In accordance with Louisiana Revised Statute 38:1794, each member of the Board of Commissioners is allowed to receive per diem of \$60 for each day of attendance at meetings of the Board, up to and including 36 days each year.

The schedule of per diem paid to members of the Board of Commissioners is presented in compliance with House Concurrent Resolution No. 54 of the 1979 Session of the Louisiana Legislature.



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#### \* A Professional Accounting Corporation.

### BROUSSARD, POCHE', LEWIS & BREAUX, L.L.P.

CERTIFIED PUBLIC ACCOUNTANTS

INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

The Honorable Roy Bertrand and the Board of Commissioners Gravity Drainage District No. 2 Abbeville, Louisiana

We have performed the procedures included in the Louisiana Government Audit Guide and enumerated below, which were agreed to by the management of Gravity Drainage District No. 2 and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about Gravity Drainage District No. 2's compliance with certain laws and regulations during the year ended December 31, 2000, included in the accompanying Louisiana Attestation Questionnaire. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants. sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

#### Public Bid Law

 Select all expenditures made during the year for material and supplies exceeding \$15,000, or public works exceeding \$100,000, and determine whether such purchases were made in accordance with LSA-RS 38:2211-2251 (the public bid law).

One expenditure was made during the year for materials and supplies exceeding \$15,000. We examined documentation which indicated that this expenditure had been properly advertised and accepted in accordance with the provisions of LSA-RS 38:2211-2251.

No expenditures were made during the year for public works exceeding \$100,000.

The Honorable Roy Bertrand and the Board of Commissioners Gravity Drainage District No. 2

#### Code of Ethics for Public Officials and Public Employees

 Obtain from management a list of the immediate family members of each board member as defined by LSA-RS 42:1101-1124 (the code of ethics), and a list of outside business interests of all board members and employees, as well as their immediate families.

Management provided us with the required list including the noted information.

3. Obtain from management a listing of all employees paid during the period under examination.

Management provided us with the required list.

4. Determine whether any of those employees included in the listing obtained from management in agreed-upon procedure (3) were also included on the listing obtained from management in agreed-upon procedure (2) as immediate family members.

None of the employees included on the list of employees provided by management (agreed-upon procedure (3)) appeared on the list provided by management in agreed-upon procedure (2).

#### Budgeting

5. Obtained a copy of the legally adopted budget and all amendments.

Management provided us with a copy of the original budget. There were no amendments to the budget during the year.

6. Trace the budget adoption and amendments to the minute book.

We traced the adoption of the original budget to the minutes of a meeting held on January 4, 2000. No amendments were made to the budget during the year.

7. Compare the revenues and expenditures of the final budget to actual revenues and expenditures to determine if actual revenues failed to meet budgeted revenues by 5% or more or if actual expenditures exceed budgeted amounts by 5% or more.

We compared the revenues and expenditures of the final budget to actual revenues and expenditures. Actual revenues and expenditures for the year did not exceed budgeted amounts by more then 5%.

#### Accounting and Reporting

- 8. Randomly select six disbursements made during the period under examination and:
  - (a) trace payments to supporting documentation as to proper amount and payee;

We examined supporting documentation for each of the six selected disbursements and found that payment was for the proper amount and made to the correct payee.

The Honorable Roy Bertrand and the Board of Commissioners Gravity Drainage District No. 2

- (b) determine if payments were properly coded to the correct fund and general ledger account; and
  - All six of the payments were properly coded to the correct fund and general ledger account.
- (c) determine whether payments received approval from proper authorities.

Inspection of documentation supporting each of the six selected disbursements indicated proper approvals.

#### Meetings

9. Examine evidence indicating that agendas for meetings recorded in the minute book were posted or advertised as required by LSA-RS 42:1 through 42:12 (the open meetings law).

Gravity Drainage District No. 2 is only required to post a notice of each meeting and the accompanying agenda on the door of the District's office building. Management has asserted that such documents were properly posted.

#### Debt

10. Examine bank deposits for the period under examination and determine whether any such deposits appear to be proceeds of bank loans, bonds, or like indebtedness.

We inspected copies of all bank deposit slips for the period under examination and noted no deposits which appeared to be proceeds of bank loans, bonds, or like indebtedness.

#### Advances and Bonuses

11. Examine payroll records and minutes for the year to determine whether any payments have been made to employees which may constitute bonuses, advances, or gifts.

A reading of the minutes of the District for the year indicated no approval for the payments noted. We also inspected payroll records for the year and noted no instances which would indicate payments to employees which would constitute bonuses, advances, or gifts.

#### Prior Comments and Recommendations

12. Review any prior year suggestions, recommendations, and/or comments and indicate the extent to which such matters have been resolved.

Our prior year report, dated April 24, 2000, did not include any comments and/or unresolved matters.

The Honorable Roy Bertrand and the Board of Commissioners Gravity Drainage District No. 2

We were not engaged to, and did not, perform an examination, the objective of which would be the expression of an opinion on management's assertions. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended for the use of management of Gravity Drainage District No. 2 and the Legislative Auditor, State of Louisiana, and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. However, this report is a matter of public record and its distribution is not limited.

Broussard, Poche, Lewis & Breaux LLP

Crowley, Louisiana May 7, 2001

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# LOUISIANA ATTESTATION QUESTIONNAIRE Gravity Drainage District No. 2

Broussard, Poche, Lewis & Breaux, LLP P.O.Drawer 307 Crowley, LA 70527-0307

In connection with your compilation of our financial statements as of December 31, 2000 and for the year then ended, and as required by Louisiana Revised Statute 24:513 and the Louisiana Governmental Audit Guide, we make the following representations to you. We accept full responsibility for our compliance with the following laws and regulation and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations.

These representations are based on the information available to us as of (date of completion/representations).

#### Public Bid Law

It is true that we have complied with the public bid law, LSA-RS Title 38:2212, and, where applicable, the regulations of the Division of Administration, State Purchasing Office..

Yes [ No [ ]

Code of Ethics for Public Officials and Public Employees

It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of LSA-RS 42:1101-1124.

Yes [/ No [ ]

It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of LSA-RS 42:1119.

Yes [ No [ ]

**Budgeting** 

We have complied with the state budgeting requirements of the Local Government Budget Act (LSA-RS 39:1301-14) or the budget requirements of LSA-RS 39:34.

Yes [ No [ ]

Accounting and Reporting

All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by LSA-RS 44:1, 44:7, 44:31, and 44:36.

Yes [ / No [ ]

We have filed our annual financial statements in accordance with LSA-RS 24:514, 33:463, and/or 39:92, as applicable.

Yes [ / No [ ]

We have had our financial statements audited or compiled in accordance with LSA-RS 24:513. Yes [ / No [ ] Meetings We have complied with the provisions of the Open Meetings Law, provided in RS 42:1 through 42:12. Yes [ No [ ] Debt It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any leasepurchase agreements, without the approval of the State Bond Commission, as provided by Article VII. Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and LSA-RS 39:1410.60-1410.65. Yes [ No [ ] Advances and Bonuses It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, LSA-RS 14:138, and AG opinion 79-729. Yes [ ] No [ ] We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the foregoing laws and regulations. We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We acknowledge our responsibility to disclose to you any known noncompliance which may occur subsequent to the issuance of your report. \_Secretary\_ Date Date Treasurer \_\_President\_\_\_\_2-/4-0/

# GRAVITY DRAINAGE DISTRICT NO.2 OF VERMILION PARISH

#### MANAGEMENT'S CORRECTIVE ACTION PLAN Year Ended December 31, 2000

# Section I. Internal Control and Compliance Material to the Financial Statements

#### Budgeting

Finding: The budget was not adopted in open meeting before the beginning of the fiscal year as required by the Local Government Budget Act (LSA-RS 39:1301-1316).

Cause: The District was unaware of changes in the Local Government Budget Act requiring them to adopt a budget. The District was exempt from these requirement in years past.

Recommendation and Response: We recommend, and management agrees, that the District adopt a budget prior to the beginning of the fiscal year as required by the Local Government Budget Act.

# Section II. Internal Control and Compliance Material to Federal Awards

The District did not receive any federal awards for the year ended December 31, 2000.

### Section III. Management Letter

The District did not receive a management letter for the year ended December 31, 2000.

Responsible party: Roy Bertrand, President